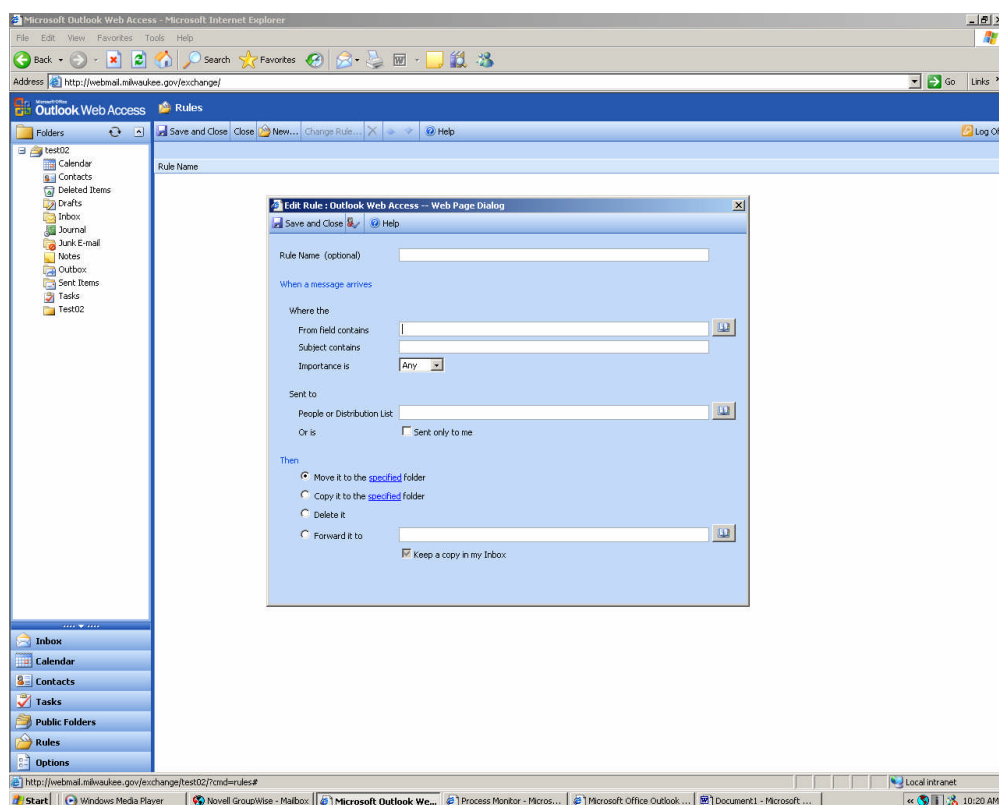




How to Create a Rule


1. In the [Navigation Pane](#), click **Rules**.
2. In the **Rules** screen, click **New**.



3. In the **Rule Name** box, type a name for the rule if you want to give the rule a specific name. If you leave this box blank, Outlook Web Access will generate a name from the rule criteria you specify (for example, "Sent only to me").
4. In the **Edit Rule** dialog box, specify any or all of the following conditions:
 - To base the rule on who sent the message, type the alias or e-mail address of the user name or distribution list in

the **From field contains** box. To find the person or distribution list in your organization's address book or your contacts, click **Address Book** .

- To base the rule on words in the subject of the message, type the words in the **Subject contains** box.
 - To base the rule on the importance setting of the message, select the importance in the **Importance is** menu.
 - To base the rule on who the message was sent to, type the alias or e-mail address of the user name or distribution list in the **People or Distribution List** box. Separate two or more entries with a semicolon (;). To find the person or distribution list in your organization's address book or your contacts, click **Address Book** .
 - To base the rule on messages that are sent only to you, select the **Sent only to me** check box.
5. Specify what to do with the message if it meets the conditions you set in step 4:
- To move the message to a folder, select **Move it to the specified folder**, click **specified**, and then select the appropriate folder in the **Move/Copy Item** dialog box.
 - To copy the message to a folder, select **Copy it to the specified folder**, click **specified**, and then select the appropriate folder in the **Move/Copy Item** dialog box.
 - To delete the message, select **Delete it**.
 - To forward the message to someone, select **Forward it to**, and then type the alias or e-mail address of the person or distribution list in the adjacent box. Separate

two or more entries with a semicolon (;). To find the person or distribution list in your organization's address book or your contacts, click **Address Book** . By default, a copy of the forwarded message is kept in your Inbox.

6. Click **Save and Close**